

SECRET

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Chief, Records Management Staff

3 OCT 1963

Chief, Supply Division, OL

Metal Shelving Located at

25X1

1. Reference is made to a discussion of 24 September 1963 between , RMS, and OL/SD/SMCB, relative to control and issue of subject material. Metal shelving located in is stored as a lot and is not reflected on the official records of this activity.

25X1

25X1

2. The following procedure will be strictly adhered to in the future for the issue of subject material.

a. Each request will be referred to the Records Management Staff. Requirements for this material must be submitted on a Form 1490 and the 1490 approved by RMS. (For shipments out of the Metropolitan Area, Form 88 will be used in lieu of Form 1490.

b. If there is any question regarding availability of specific types, sizes, or quantities, an inspection may be made by the customer and a member of the Records Management Staff. Items desired may be segregated (preferably placed on a pallet and appropriately tagged) and held pending receipt of the Form 1490 or 88, as applicable.

c. The Form 1490, after approval by RMS, will be routed through the Building Supply Branch, Logistics Services Division, to the attention of

25X1

d. If, for any reason, the requirement can not be fulfilled, is to contact the Records Management Staff for assistance or guidance.

25X1

Distribution:

Orig. and 1 - Addressee

1 - OL/LSD/BSB

1 - OL/SD/CD

1 - OL/SD/CD

1 - OL/SD/DSCB

1 - OL/SD/SMCB (Official)

OL J 6281

25X1

OL/SD/SMCB (27 September 1963)